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# CHECK LIST OF ITEMS TO INCLUDE WITH PARKLET PERMIT APPLICATION

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1. Completed and signed Parklet permit application.
2. A copy of a current Business Tax Receipt from Metro Nashville.
3. Current liability insurance Certificate and documentation of Parklet insurance requirements.
4. A Parklet operations plan, including a sketch or drawing of the Parklet operations area, bicycle lanes, fire hydrant and fire connection locations, and
  - a. Location Map
  - b. Plan showing dimensions, features, traffic device placement and location of Parklet. Civic Design Center can assist with Parklet designs and applications.
  - c. Elevations
  - d. Construction details and structural design, signed and sealed by an engineer.
  - e. Photos of proposed Parklet area from 4 different viewpoints
  - f. A bond to secure restoration of the right-of-way.
  - g. And any other requirements as determined by the Interdepartmental Committee
5. A non-refundable application fee of \$150.00 plus \$750.00 per parking space required for the proposed Parklet. Renewed Annually.
6. \$375 per non-metered space annually.
7. If you are a neighborhood or non-profit, you can apply for a waiver for consideration.

If the application has insufficient space for you to complete any item, you may attach additional sheets that are labeled with the applicant's name and applicable section of the application.

## NOTE:

The Parklet Permit Application must include all required attachments before acceptance.